aapos
American Association for Pediatric Ophthalmology and Strabismus

AAPOS
annual meeting
vancouver, bc
april 6 – 10, 2016

Exhibitor Service Manual

LETTER OF RECOGNITION • HEALTH CANADA REQUIREMENTS • CUSTOMS FORMS • DECORATOR FORMS
ELECTRICAL, INTERNET, AND AUDIO VISUAL FORMS • REFERENCE INFORMATION

RATES LISTED IN THIS MANUAL ARE IN CANADIAN DOLLARS (CAD)

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*RATES LISTED IN THIS MANUAL ARE IN CANADIAN DOLLARS (CAD).

Canada Border Services Agency
International Events and Convention Services Program
3rd Floor- 1611 Main Street
Vancouver, BC
V6A2W5

August 14, 2015

File#PAC_2016_08082

American Association for Pediatric Ophthalmology and Strabismus
355 Beach Street
San Francisco, CA 94109

Michael A. Paulos,

In response to your correspondence dated July 8th, 2015, the Canada Border Services Agency (CBSA) - International Events and Convention Services Program (IECSP) officially recognizes the following event:

American Association for Pediatric Ophthalmology and Strabismus (AAPOS) 42nd Annual Meeting
April 6th-10th, 2016
Vancouver Convention Centre East
Vancouver, BC

Your request for Border-to-Show privileges has been granted. The CBSA has advised its ports of entry to allow your goods to move directly to the show site (once they have been reported to CBSA at the first port of entry) where officials will perform the necessary clearance procedures.

The information provided to the CBSA states there will be approximately 1000 attendees to which 95 % are foreign to Canada and that the event is not open to the general public with no sales of merchandise.

As outlined in your correspondence, this event is expecting approximately 50 foreign exhibitors who are importing exhibits, medical devices for display, as well as promotional literature, videos and newsletters for use at the event.

Customs may require a deposit on an E29B form to ensure the re-exportation of these items.

Non-Canadian exhibitors may import exhibits and medical devices for display temporarily as outlined in the provisions of tariff classification **9993.00.00.00** duty free, on the condition that the **goods will be exported** from Canada upon the completion of the event.

It has been determined that this event qualifies under the provisions of the Foreign Organization Remission Order as outlined in tariff classification **9830.00.00.00**. Conference materials (i.e. office paraphernalia, souvenirs, printed matter, pens, decorations, etc.) may enter Canada free of duty and taxes, provided the items will be exported upon the completion of the event.

Canada

Any foreign exhibitors importing goods into Canada should check with U.S. Customs prior to shipping your convention goods, as the requirement is any goods over $2000. U.S. must be reported to U.S. Customs. They can document your goods on the form 4455 so they can identify the goods on your return to the U.S.

CBSA requires everyone seeking admission into Canada to properly declare themselves to CBSA by providing accurate identification. CBSA will accept a valid passport as proof of citizenship.

Persons who have been convicted of any criminal offences may be inadmissible to Canada. For more information please visit: http://www.cic.gc.ca/english/information/inadmissibility/index.asp

If you have attendees from visa-requiring countries (http://www.cic.gc.ca/english/visit/visas.asp), please contact the Special Events Unit of Citizenship and Immigration Canada (CIC) at special.events@cic.gc.ca with the specifics of your event. They will assess the visa requirements of your event.

As indicated in your correspondence, it is important to review the requirements for importing medical devices into Canada. Please review the additional reference document titled "Health Canada Requirements" for further information. The reference material provides you with contact information for Health Canada Officers if you should have any further questions.

To facilitate border procedures it is recommended that foreign exhibitors and attendees be provided a copy of this letter for presentation to a CBSA Border Services Officer upon their arrival to Canada.

In conjunction with the presentation of this Recognition Letter, an itemized list of goods including a description, country of origin, quantity and value is required for presentation to CBSA. If your event materials will be imported by a commercial carrier or courier service, a copy of this letter should also be attached to any shipping documents.

Please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

Mairead Mattia

Border Services Officer, Operations Branch
Canada Border Services Agency / Government of Canada
Mairead.Mattia@cbsa-asfc.gc.ca / Tel: 604-775-5379 / TTY: 866-335-3237

Agent des services frontaliers, Direction générale des opérations
Agence des services frontaliers du Canada / Gouvernement du Canada
Mairead.Mattia@cbsa-asfc.gc.ca / Tél. : 604-775-5379 / ATS : 866-335-3237

Canada

The information you provide in this document is collected under the authority of ***Section 107(9) of the Customs Act*** *for the purpose of the facilitation of border coordination services for organizers of international events being held in Canada. The information may be disclosed to Other Government departments and/or Agencies (e.g. Citizenship and Immigration Canada) for the purposes of providing assistance with admissibility requirements.*

Individuals have the right of access to, the protection and correction of their personal information under the ***Privacy Act – Section 12****. The information collected is described under the* ***International Events Personal Information Bank CBSA PPU 040*** *which is detailed at* www.cbsa.gc.ca/agency-agence/reports-rapports/pia-efvp/atip-aiprp/infosource-eng.html

Health Canada Santé Canada

Health Canada
4595 Canada Way, Suite 400
Burnaby, BC
V5G 1J9

Date: April 9th, 2015

Re. The Importation of Health Products and Cosmetics for Trade Shows and Similar

Dear Sir/Madame,

Health products and cosmetics in Canada are subject to specific import and sale regulations as described in the *Food and Drugs Act (FDA), Food and Drug Regulations (FDR), Natural Health Products Regulations (NHPR), Medical Devices Regulations (MDR) and the Cosmetic Regulations (CR)* (please see References below for full details and product definitions).

Please be aware that "sell" (sale) is defined in the *FDA* as including "offer for sale, expose for sale, have in possession for sale and distribute, whether or not the distribution is made for consideration".

Medical Devices

Medical Devices imported into Canada are subject to the *FDA* and *MDR*. Medical Devices are divided into four classifications (class I-IV) based on risk, with class IV Medical Devices having the highest risk. Medical Devices (class II-IV), imported for sale in Canada or use on individuals, are required to have medical device licences. Importers and distributors of medical devices require a medical device establishment licence (some exceptions apply – for more detail, see References below).

At this time however, Health Canada does not object to companies importing unlicensed medical devices for display at a trade show or demonstrating to physicians under the following conditions:

- There is no intention to sell the device (including taking orders for the device).
- The device will not be used on an individual.
- The device is labelled with a clear and visible warning that the device is not licensed in accordance with Canadian law.
- The device must be shipped out of Canada after the trade show or demonstration is over.
- At all times during the Canadian trade show or during a demonstration, the medical device is under direct and continuous control of the company.

It is suggested that these medical device imports for tradeshows, be labelled accordingly (as described above) and a letter identifying the device as for tradeshow purposes when imported. This will help to avoid any undue delays in the medical device's review at the border.

Drugs and Natural Health Products

Drugs and Natural Health Products commercially imported into Canada must meet all applicable requirements of the *FDA, FDR and NHPR*, including, but not limited to:

- Labelling
- Marketing authorization requirements and Establishment Licence, Site Licence or Establishment Registration requirements; and
- GMP requirements

For more information on what is considered a commercial importation by Health Canada, please refer to section 5.0 of the *Guidance Document on the Import Requirements for Health Products under the Food and Drugs Act and its Regulation* at http://www.hc-sc.gc.ca/dhp-mps/compli-conform/import-export/gui-0084_biu-uif-eng.php

Cosmetics

Cosmetic products commercially imported into Canada are subject to the *FDA* and the *CR*. A cosmetic includes any substance or mixture of substances manufactured, sold or represented for use in cleansing, improving or altering the complexion, skin, hair or teeth and includes deodorants and perfumes.

All cosmetic products sold in Canada must be safe to use and must not pose any health risk. The sale of a product includes not only the acceptance of payment, but also accepting orders for the non-compliant product, distribution of samples, and the application of the product on an individual.

Products for sale must meet the requirements of the *FDA* and *CR*. The requirements include, but are not limited to notification, ingredient labelling, presence of warning statements and ensuring that the requirements outlined in the Cosmetic Ingredient Hotlist have been met. For more information on cosmetic requirements, please refer to Health Canada website at http://www.healthcanada.gc.ca/cosmetics

For further information please do not hesitate to contact the undersigned.

Eric Yim
A/ Border Integrity Specialist
Regional Regulatory Compliance & Enforcement Officer
Compliance and Enforcement, Health Canada
Tel: (604) 658-8344
Email: eric.yim@hc-sc.gc.ca

David Hsin
Regional Product Safety Office – British Columbia
E-mail: david.hsin@hc-sc.gc.ca
Telephone: 604-666-3818

References:

Food and Drugs Act: http://laws-lois.justice.gc.ca/eng/acts/F-27/

Food and Drug Regulations: http://laws-lois.justice.gc.ca/eng/regulations/C.R.C.,_c._870/page-1.html#docCont

Natural Health Products Regulations: http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-196/

Medical Devices Regulations: http://laws-lois.justice.gc.ca/eng/regulations/SOR-98-282/page-1.html#docCont

Cosmetic Regulations: http://www.hc-sc.gc.ca/cps-spc/cosmet-person/index-eng.php

Guidance Document on the Import Requirements for Health Products under the Food and Drugs Act and its Regulations: http://www.hc-sc.gc.ca/dhp-mps/compli-conform/import-export/gui-0084_biu-uif-eng.php

Import and Export Policy for Health Products under the Foods and Drugs Act and its Regulations: http://www.hc-sc.gc.ca/dhp-mps/compli-conform/import-export/pol-0060_biu-uif-eng.php

OFFICIAL SUPPLIER

NORTH AMERICAN LOGISTICS SERVICES INC.

ADVANCE WAREHOUSE, EXHIBIT TRANSPORTATION, AND CUSTOMS BROKERAGE SERVICES

ADVANCE WAREHOUSE INSTRUCTIONS / SHIPPING LABEL

The American Association for Pediatric Ophthalmology and Strabismus has appointed North American Logistics Services, Inc. (NALSI) assist exhibitors with all shipping, customs brokerage, and advance warehousing requirements. The Vancouver Convention Centre will not receive shipments outside of the exhibitor move-in window. All exhibit materials shipped early must be labeled and sent to NALSI's advance warehouse as stated on the "Shipping Label" (page 3) of this kit. You must complete and submit a NALSI Order Form prior to sending your goods to the advance warehouse. Shipments sent "C.O.D." to the warehouse will be refused.

Warehouse Address:

AAPOS 42nd Annual Meeting
c/o North American Logistics Services, Inc.
Unit 130 - 4840 Miller Road
Richmond, B.C. V7B 1K7
CANADA

IMPORTANT: NALSI offers 30 days complimentary advance warehousing for exhibitors using NALSI's freight services

Please complete the enclosed Order Form (page 4) and submit to NALSI, attention of Mark Fowler, E-mail: mfowler@nalsi.com, or Fax: 778-328-2845.

Warehouse receiving cut-off date: **March 30th, 2016**
Warehouse receiving hours: **Monday – Friday | 08H30 – 16H00**

Use two labels on each shipping case and clearly mark your booth number as well. Please contact NALSI as soon as possible to arrange p/u of your materials and to ensure your transportation requirements are fulfilled and if you are shipping from outside Canada your customs documentation is completed in compliance with the Canada Border Services Agency's rules and regulations.

FREIGHT SERVICES

In order to facilitate the most efficient and cost effective service possible, **AAPOS** has appointed **North American Logistics Services, Inc. (NALSI)** as the *OFFICIAL EXHIBIT TRANSPORTATION CARRIER* for the **42nd Annual Meeting** taking place at the **Vancouver Convention Centre** over the dates of **April 6-10, 2016.** It is not compulsory to use NALSI, but it is recommended as NALSI will be on-site at the Vancouver Convention Centre and this service will also facilitate only one invoice for both your transportation and customs clearance requirements.

Complete the enclosed **Order Form** and send to NALSI (Attention: Mark Fowler, E-mail: mfowler@nalsi.com, or Fax: 778-328-2845). Please contact NALSI as soon as possible to schedule the pick-up of your materials.

CUSTOMS BROKERAGE SERVICES

The service of a customs brokerage firm is strongly recommended by **AAPOS** for all shipments originating outside of Canada. This will eliminate the possibility of materials being held at the border by Canada Customs due to improper or insufficient documentation resulting in these same materials arriving too late or not at all. **AAPOS** has appointed **North American Logistics Services, Inc. (NALSI)** as the *OFFICIAL CUSTOMS BROKER* for the **42nd Annual Meeting** taking place at the **Vancouver Convention Centre** over the dates of **April 6-10, 2016.** NALSI staff will be on-site to assist exhibitors with their entry/import and return/export of goods.

AAPOS and **NALSI** have officially registered the **42nd Annual Meeting** with the **Canada Border Services Agency (CBSA) International Events & Convention Services Program (IECSP)** so special duty & tax free importation privileges and the unique **"Border-to-Show"** service have been granted for the show. **NALSI is the authorized broker** to customs clear all exhibit and display materials into Canada on a temporary basis right in the exhibit hall at the Vancouver Convention Centre, and NALSI's professionally licensed customs brokers will be on-site operating a service desk in the exhibit hall to assist exhibitors with their entry/import and return/export of goods from move-in until move-out.

NALSI will post the required bonds and securities with Canada Customs; clear your materials through Canadian Customs; after the show prepare export documentation and bills of lading; and arrange U.S. customs clearance for return ground/air freight. If you are shipping from the U.S. please find attached U.S. CBP Form 4455 Certificate of Registration. Be sure to mark the following in the body of your Air Waybill or Bill of Lading: "U.S. Certificate of Registration Form 4455 attached. Goods MUST be presented for examination by U.S. Customs prior to export from the U.S.A. and certified copies must be given to NALSI at event site." Prior to shipping, the enclosed **Order Form** and **Canada Customs Invoice** must be completed and sent to NALSI (Attention: Mark Fowler, E-mail: mfowler@nalsi.com, or Fax: 778-328-2845). Three copies must accompany the shipment.

Exhibitors using their own broker will have to arrange their own bond or cash deposit with Canada Customs at the point of entry into Canada.

Private Vehicles (PV)

With the introduction of AECI (Advance Electronic Cargo Information) on the U.S. side of the border, PAPS (Pre-Arrival Processing System) has become mandatory for most highway shipments entering the U.S. This program requires that all carriers/PV with commercial goods must fax shipment information to the Customs Broker at least 3 hours prior to their arrival at the border. The Customs Broker must then submit the shipment information, in the proper format, to U.S. Customs at least 1 hour prior to the carrier/PV arrival. Carriers who fail to meet AECI / PAPS requirements are subject to penalties. **Carrier/PV penalties are set at $5,000.00 USD for the first infraction, and $10,000.00 USD for each infraction thereafter.** If you plan to drive to the show with your goods, please contact NALSI at once for further instructions.

Please contact NALSI as soon as possible to arrange p/u of your materials and to ensure your transportation requirements are fulfilled and if you are shipping from outside Canada your customs documentation is completed in compliance with the Canada Border Services Agency's rules and regulations.

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If you have a question or to receive a quote please contact: **Mark Fowler** **Director of Operations**
Telephone: **778.328.2841**
E-mail: **mfowler@nalsi.com**
~~~~~~

ADVANCE WAREHOUSE SHIPPING LABEL

Shipper:_____

(Name of company where shipment originates)

To:_____

(Name of your exhibiting company at the show)

AAPOS 42nd Annual Meeting

c/o NALSI-Aerostream

Unit 130 - 4840 Miller Road

Richmond, B.C. V7B 1K7

CANADA

_____

Booth #:_____ Pieces: _____of_____

NORTH AMERICAN LOGISTICS SERVICES INC.

Quote ID#_____

FB#_____

ORDER FORM: Customs Brokerage & Transportation Services

We wish to use North American Logistics Services for: (Please check one)

☐ Customs Clearance & Transportation ☐ Customs Clearance Only ☐ Transportation Only ☐ Advance Warehousing

Section 1 - Exhibitor and Event Information

Pick Up Address

Location Name: ***Company name or facility name*** Pickup Date: Time:

Address: City: Prov./State: Postal/Zip:

Contact: Phone #: Email: US Tax #/EIN:

Exhibitor Name: ***Applicable only if pickup is from a tradeshow*** Event Name: Event Date(s): Booth #:

Delivery Address

Location Name: ***Company name or facility name*** Delivery Date: Time:

Address: City: Prov./State: Postal/Zip:

Contact: Phone #: Email: US Tax #/EIN:

Exhibitor Name: ***Applicable only if delivering to a tradeshow*** Event Name: Event Date(s): Booth #:

☐ **Return freight same as pickup address** If same, only complete pickup date/time information ☐ **Return services not required**

Return Freight

Location Name: ***Company name or facility name*** Pickup Date: Time:

Address: City: Prov./State: Postal/Zip:

Contact: Phone #: Email: US Tax #/EIN:

Exhibitor Name: ***Applicable only if delivering to another tradeshow*** Event Name: Event Date(s): Booth #:

Section 2 - Carrier/ Shipment Information

Name of carrier providing transportation services ☐ NALSI ☐ Other

Number of Pieces	Dimensions (inches)			Weight (LBS)
Carton/Boxes	L	W	H	
Crates/Fiber Case	L	W	H	
Skid/Pallet	L	W	H	
Carpet/Other	L	W	H	
TOTAL				

Additional Services: ☐ Lift Gate ☐ Inside Pick Up/Delivery

53ft trailer accessible? Pickup: ☐ Yes ☐ No Delivery: ☐ Yes ☐ No Loading dock available? Pickup: ☐ Yes ☐ No Delivery: ☐ Yes ☐ No

Do you require additional Insurance? ☐ Yes ☐ No Declared Value: ***for insurance purposes only***

Cargo Insurance (only to be completed when using NALSI Transportation) **Please note additional fee's will apply for insurance coverage**

Section 3 - Terms of Payment and Security Deposit (Must be completed)

Send Bill To:

Company Name: Address:

Address: Email: City:

Prov./State: Postal/Zip: Contact Name: Phone #:

Invoices are processed electronically and transmitted to email provided.

Charge to: ☐ Visa ☐ MasterCard ☐ American Express

Cardholder Name: Card Account #: Expiry Date: CVC #:

Cardholder's Signature: Email: I hereby authorize the use of this credit card for payment of services related to this order form.

☐ OPTION #1 Process payment automatically on credit card provided. A 5%administration fee will be added to invoices paid by credit card.

☐ OPTION #2 Payment will follow within 15 days of invoice processing date. (Credit card provided may be charged if payment is not received within 45 days of invoice date). North American Logistics may require payment prior to delivery of goods. A 5%administration fee will be added to invoices paid by credit card.

Please complete, print, sign and return completed forms to mfowler@nalsi.com

Toronto/Head Office Tel: 905.951.1612

Montreal/Eastern Region Tel: 514.868.6650

Calgary/Prairie Region Tel: 855.328.2841

Vancouver/Western Region Tel: 778.328.2841

Canada Border Services Agency | Agence des services frontaliers du Canada

CANADA CUSTOMS INVOICE / FACTURE DES DOUANNES CANADIENNES

Page of/de

1 Vendor (Name and Address) / Vendeur (Nom et Adresse)	2 Date of Direct Shipment to Canada Date d'expédition directe vers le Canada 3 Other References (Include Purchaser's Order No.) Autres références (inclure le no de commande de l'acheteur)
4 Consignee (Name and Address) / Destinataire (Nom et Addresse)	5 Purchaser's Name and Address (if other than Consignee) Nom et Addresse de l'acheteur (s'il diffère du destinataire) No sale involved
	6 Country of Transhipment / Pays de transborderment N / A
	7 Country of Origin of Goods Pays d'origine des marchandises If shipment includes goods of different origins, enter origins against items in field 12. Si l'expedition comprend des marchandises d'origines differentes, en preciser la provenance en 12.
VII. 1 Is this a related company transaction? Est-ce que les compagnies sont liées entre elles? YES ☒ OUI NO ☐ NON	9 Condition of Sales and Terms of Payment (*i.e.* Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalitiés de paiement (p. Ex. Vente, Expédition en consignation, location de marchandises, etc.) No sale involved
8 Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et lieu d'expédition directe vers le Canada	10 Currency of Settlement / Devises du paiement

11 No. of Pkgs. Nmbre. De Coilis	12 Specification of Commodities (Kind of Packages Marks and Numbers, General Description and Characteristics *i.e.* Grade Quality) Designation des articles (Nature des colis, marques et numéros, description générale et charactéristiques. *P. Ex.* Classe, qualité)	13 Quantity (State Unit) Quantité (Préciser l'unité)	Replacement Value Valeur de Remplacement	
			14 Unit Price Prix Unitaire	15 Total
XI.1 Total Number of Pieces / Nombre total de pièces				

18 If any fields of 1 to 17 are included on an attached commercial invoice, check this box Si les renseignements des zones 1 à 17 figurenet sur la facture commerciale cocher cette case Commercial Invoice No. / No. De la facture commerciale _____ ☐	16 Total Weight / Poids total Net N / A	Gross / Brut	17 Invoice Total Total de la facture

19 Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)	20 Originator (Name and Address) Expéditeur d'origine (Nom et addresse)
Name: Tel: Fax:	Name: Tel: Fax:
21 Departmental Ruling (if applicable) Décision ministérielle (s'il y a lieu) N / A	22 If fields 23 to 25 are not applicable, check this box ☒ Si les zones 23 à 25 sont sans objet, cocher cette case

23	24	25

Form Approved. OMB No. 1651-0010
Exp. 08-31-2012

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

CERTIFICATE OF REGISTRATION

NO.

19 CFR 10.8, 10.9, 10.68, 148.1, 148.8, 148.32, 148.37

(NOTE: Number of copies to be submitted varies with type of transaction. Inquire at Port Director's office as to number of copies required.)

VIA *(Carrier)*	B/L or INSURED NO.	DATE

NAME, ADDRESS, AND ZIP CODE TO WHICH CERTIFIED FORM IS TO BE MAILED *(If Applicable)*

ARTICLES EXPORTED FOR:

- ☐ ALTERATION*
- ☐ REPAIR*
- ☐ USE ABROAD
- ☐ REPLACEMENT
- ☐ PROCESSING*
- ☒ OTHER, *(specify)* exhibition

***NOTE:** The cost or value of alterations, repairs, or processing abroad is subject to CBP duty.*

LIST ARTICLES EXPORTED

Number Packages	Kind of Packages	Description
		SEE ATTACHED INVENTORY LIST

SIGNATURE OF OWNER OR AGENT *(Print or Type and Sign)* | DATE

The Above-Described Articles Were:

EXAMINED		LADEN under my supervision	
DATE	PORT	DATE	PORT
SIGNATURE OF CBP OFFICER		SIGNATURE OF CBP OFFICER	

CERTIFICATE ON RETURN

Duty-free entry is claimed for the described articles as having been exported without benefit of drawback and are returned unchanged except as noted: (use reverse if needed)

SIGNATURE OF IMPORTER *(Print or Type and Sign)* | DATE

NOTE: Certifying officers shall draw lines through all unused spaces with ink or indelible pencil.

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. The control number for this collection is 1651-0010. The estimated average time to complete this application is 3 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection, Office of Regulations and Rulings, 799 9th Street, NW., Washington DC 20229.

AAPOS Annual General Meeting 2016
April 6-10, 2016
Vancouver Convention Centre East

Event Contractor: SHOWTIME EVENT & DISPLAY SERVICES
Ph. 1-800-721-0029 **www.showtimedisplay.com**

Event Location: Vancouver Convention Centre East,
999 Canada Pl #200, Vancouver, BC V6C 3C1

Shipping: Vancouver Convention Centre East does NOT accept any advance shipments.
You may bring in your own display materials, however you may not ship to the venue in advance. **All materials will be subject to Materials Handling charges, see Materials Handling Order Form for details.**
Showtime will begin accepting shipments on **March 23rd**, between the hours of 8:30am-5:00pm, Monday to Friday. **Materials Handling must arrive by March 30th at 5:00 pm to 6075 Irmin Street, Burnaby, BC, V5J 5C5.**

***All materials *MUST* be removed from the Venue during Exhibitor Move Out; anything left behind is subject to charges. If using Materials Handling Service, Showtime takes possession of the shipment at Exhibitor Move Out ***

Booth Inclusions: each exhibit space includes the following:

- 1-6' skirted table-Black
- 2 padded chairs
- Temporary Booth Identification Sign

Discount Price Deadline:

In order to receive 2 week advance order discount rates listed on the enclosed order forms, your order must be received by 5pm on **March 23rd**

Online Ordering:

Showtime lists many of the most popular items for display in the follow order package. For ease of ordering and privacy please consider ordering online. If your show promoter has not provided you with online access please contact infodesk@showtimedisplay.com for your custom and private login.

You can now Order Online, www.showtimedisplay.com

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

AAPOS Annual General Meeting 2016

Show Date: April 6-10, 2016
Show Location: Vancouver Convention Centre East

This is your exhibitor's information and order package.

It includes important information regarding our services and products, as well as all of the forms you will require when ordering materials and services for your show. The following items are included in this package:

- Limits of Liability and Responsibility
- Payment and Calculation of Orders Form
- Furniture and Accessories Order Form
- Specialty Furniture Order Form
- Hardwall Systems Order Form
- Audio Visual Equipment & Computer Services Order Form
- Janitorial and Labour Form
- Graphics & Signage Form
- Advanced Materials Handling & Show Site Materials Handling Form
- Materials Handling Shipping Label

All of the equipment and services order forms include pricing information and include a space for the total amount of your order. Enter total from each individual form in the appropriate space on the Payment and Calculation of Orders Authorization Form and calculate your total order. Please note that the order is not confirmed until Payment is Received.

If you have any questions or require more information, please feel free to contact us at the numbers shown above.

For more information, or catalogue of items listed in inventory with images, please refer to the website. You may also log in to order any items online.

Orders may be placed online, by fax or email. A receipt of your order will be sent to you electronically upon completion of your order being processed. Should you not receive the electronic copy of the receipt please email infodesk@showtimedisplay.com and list the show and company name. .

Order Online Now!
Contact Us Today For Your Custom Login To Our Secure Online Storefront.

Limits of Liability & Responsibility

Showtime Event & Display

Tel: 1-800-721-0029 (Toll Free)
Fax:1-877-468-3313 (Toll Free)
www.showtimedisplay.com

infodesk@Showtimedisplay.com

One

Showtime display and convention services and its sub-contractors shall not be responsible for damage to un-crated materials, material improperly packed, glass breakage or concealed damage.

Two

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by Showtime or its subcontractors and the arrival of the exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended.

Therefore it is agreed that Showtime and its subcontractors are not responsible for the loss or disappearance of exhibitor's materials after the same have been delivered to the exhibitor's booth, nor are Showtime and its subcontractors responsible for exhibitor's materials before they are picked up from the exhibitor's booth for loading after the show. Consequently, all bills or loading covering outgoing shipment(s) submitted to Showtime or its subcontractors by the exhibitor will be checked at the time of pick up from the booth and corrected where discrepancies exist.

Three

Showtime and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to Showtime in time to obtain the proper equipment.

Four

Showtime and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

Five

Showtime and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control.

Six

It is understood that Showtime and its subcontractors are not insurers. Insurance, if any, shall be obtained by the exhibitor. Amounts payable by Showtime here under are based on the scope of liability as here in set forth and unrelated to the value of the exhibitor's property. It is further understood and agreed that Showtime and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if Showtime or its subcontractors should be found liable for loss or damage to the exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to $0.30 per pound per article, with a maximum liability of $50.00 per item or $1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy.

Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or nonperformance of obligations imposed by the offering of services to exhibitors or from negligence, active or otherwise, by Showtime or , its subcontractors

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Payment & Calculation of Orders Authorization Form

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Event & Display

Must Accompany forms submitted –
Payment required before Exhibitor Move In.

Exhibitor Information

Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth #:

Contact Name (Please Print):	Address:

City:	Province/State:	Postal Code/ZIP:

Email Address:

Please print clearly

Phone (Include Area Code):	Fax (Include Area Code):

Credit Card Authorization

Please Check One: ☐Visa ☐MasterCard ☐American Express	Expiry Date (MM/YY):

Credit Card Number:

Card Holder's Signature: **X**	Card Holder's Name (Please Print):

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or cheque; however, we require your credit card authorization to be on file with Showtime. In order to confirm your request, this form must be completed and attached to your order. Orders are not confirmed until payment is processed.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event, unless otherwise indicated.

Calculation of Orders (Total From Each Showtime Order Form including tax)	
Furniture and Accessories Order Form	$
Specialty Furniture Order Form	$
Hardwall Systems Order Form	$
Audio Visual & Computer Services Order Form	$
Janitorial and Labour Order Form	$
Graphics & Signage Order Form	$
Advanced Materials Handling or Show Site Receiving Order Form	$
TOTAL PAYMENT in Canadian funds	$
☐ **Charge my credit card in the amount of**	$
☐ **Cheque mailed/couriered on __/__/__ copy attached, for the amount of (Must be received prior to Exhibitor Move In)**	$

2 Week Advance Order Pricing Deadline is March 23rd

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Furniture & Accessories Order Form

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Infodesk@Showtimedisplay.com

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EXHIBITOR INFORMATION

Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth #:
Contact Name (Please Print):		Contact Email:	

CHAIRS

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Folding Chair	$10.00	$13.00	
	Cushioned Arm Chair	$25.00	$33.00	
	Steno / Office Chair	$30.00	$39.00	
	Stool with Backrest – Counter height	$30.00	$39.00	
	NEW White Leather Padded Stool with Backrest – Counter height	$40.00	$55.00	

Please see website for more custom seating options. Custom furniture is available, please call or email with any special requests

TABLES

Note: Skirted Tables are 24" wide, and come with white taffeta top & skirted sides. Skirt colour:_____ (See website for samples.)
Skirt colours will be set to match show colours if not specified.

	8' Long / 30" high (Skirt. 3 sides)	$60.00	$78.00	
	6' Long / 30" high (Skirt. 3 sides)	$55.00	$72.00	
	4' Long / 30" high (Skirt. 4 sides)	$50.00	$65.00	
	8' Long / 40" counter height (Skirt. 3 sides)	$70.00	$92.00	
	6' Long / 40" counter height (Skirt. 3 sides)	$65.00	$84.50	
	4' Long / 40" counter height (Skirt. 4 sides)	$60.00	$78.00	
	NEW 30" Round 30" high table covered in Spandex White **or** Black	$65.00	$78.00	
	NEW 30" Round 40" high table covered in Spandex White **or** Black	$70.00	$82.00	

FURNITURE

	Bar Fridge	$75.00	$97.50	
	Contemporary Leather Club Chair - Black	$150.00	$195.00	
	Contemporary Leather Club Chair - White	$150.00	$195.00	
	Barcelona Style Modular Seating (per seat)	$100.00	$130.00	

HARDWALL COUNTERS

	A: Standard Counter – (990mm tall x 495 mm deep x 1m high)	$150.00	$200.00	
	B: Single Radius (1400 x 990mm)	$300.00	$390.00	
	C: Jewelry Case (990 x 495 x 1m)	$200.00	$260.00	
	D: Display Case (990 x 495 x 1m)	$250.00	$325.00	

Notes For Setup –Special Requests

For Pictures Please Go To www.showtimedisplay.com

ACCESSORIES

#	Item Description	2 Week Advance	Reg./ Onsite	TOTAL
	Stanchion with 7' Strap OR 8' Rope	$20.00	$26.00	
	Flip Chart w/ paper & markers	$60.00	$78.00	
	Coat Tree	$40.00	$52.00	
	Rolling coat rack	$30.00	$39.00	
	Literature Stand	$50.00	$65.00	
	Chrome Sign holder (22"x28")	$30.00	$39.00	
	Bag Stand	$30.00	$39.00	
	Wastebasket	$10.00	$13.00	
	Small Artificial Plants	$20.00	$26.00	
	Small clear draw barrel	$20.00	$26.00	
	Large clear draw barrel	$30.00	$39.00	
	Easel	$30.00	$39.00	

CARPET

	Carpet ☐ 8' x 10' or ☐ 10'x10' ☐Black ☐Blue ☐Teal ☐Red ☐Grey ☐Burgundy	$120.00	$155.00	
	Carpet ☐ 8' x 20' or ☐ 10'x20' ☐Black ☐Blue ☐Teal ☐Red ☐Grey ☐Burgundy	$240.00	$315.00	
	Carpet ☐ 20' x 20' ☐Black ☐Blue ☐Teal ☐Red ☐Grey ☐Burgundy	$480.00	$625.00	
	Underlay (per sq.ft.)	$0.75	$1.00	

DRAPE *See website for colours*

	12' High Drape (per lineal foot)	$8.00	$11.00	
	8' High Drape (per linear foot)	$4.50	$7.00	
	3' High Drape (per linear foot)	$3.00	$5.50	

For Furniture Pictures Please Go To www.showtimedisplay.com

DISPLAY BOARDS, PANELLING

	Pop Up Display Unit 8' H x 9' W (Black w/ lights and podium kit)	$375.00	$450.00	
	Velcro display boards Black 4' x 8' ☐ Horizontal ☐ Vertical	$75.00	$97.50	
	Slotboard 4'x8' ☐Horizontal Or ☐Vertical	$70.00	$91.00	
	Slot board pegs 2" **or** 4 "	$0.15	$0.20	
	4' Shelves (with 2 brackets each)	$5.00	$6.50	
	8' Shelves (with 3 brackets each)	$10.00	$13.00	

- Rates shown are for run-of-show.
- Items used in any portion of a day constitute a full day's rental.
- Cancellation policy: Before delivery 50% of original price; after delivery 100% of original price plus any previous rental and/or labour charges.

Accessory Total	
PST 7%	
GST 5%	
TOTAL RENTAL	

Delivery & Setup are included

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infodesk@Showtimedisplay.com

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Specialty Furniture Order Form

EXHIBITOR INFORMATION			
Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth#:
Contact Name (Please Print):		Contact Email:	

SOFT SEATING COUCH

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary Leather Sofa – White (3 Seats)	$375.00	$487.50	
	Contemporary Leather Sofa – White (4 Seats)	$500.00	$650.00	
	Contemporary Leather Sofa – White (5 Seats)	$625.00	$812.50	
	Contemporary Leather Sofa – Black (3 Seats)	$375.00	$487.50	
	Contemporary Leather Sofa – Black (4 Seats)	$500.00	$650.00	
	Contemporary Leather Sofa – Black (5 Seats)	$625.00	$812.50	
	Barcelona Style Seating- (4 Seats) Black *NEW	$400.00	$520.00	
	Barcelona Style Seating- (5 Seats) Black * NEW	$500.00	$650.00	

SOFT SEATING LOVE SEATS

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary Leather Love Seat - White	$250.00	$325.00	
	Contemporary Leather Love Seat - Black	$250.00	$325.00	
	Barcelona Style Modular Seating-Black *NEW	$200.00	$275.00	

SOFT SEATING CHAIRS

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary Leather Club Chair - White	$150.00	$195.00	
	Contemporary Leather Club Chair - Black	$150.00	$195.00	
	Barcelona Style Modular Seating (per seat) NEW*	$100.00	$130.00	

OTTOMANS

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	Contemporary White Leather Ottoman	$100.00	$130.00	
	Contemporary Black Leather Ottoman	$100.00	$130.00	
	Barcelona Style Ottoman-Black * NEW	$75.00	$105.00	

COFFEE & END TABLES

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	White & Chrome 18” x 18” End Table	$50.00	$75.00	
	White & Chrome 24” x 48” Coffee Table	$90.00	$120.00	

BARS, CRUISER & TABLES

#	Item Description	2 Week Advance	Reg. /Onsite	TOTAL
	White & Chrome 72” x 30” x 42” Bar	$225.00	$292.50	
	White & Chrome 24” Round x 42” high Cruiser Table	$75.00	$97.50	
	White & Chrome 24” x 24” x 30” Table Cocktail Table	$75.00	$97.50	

NOTES FOR SET UP / SPECIAL REQUESTS

- Rates shown are for run-of-show.
- Items used in any portion of a day constitute a full day's rental.
- Items ordered on site are subject to availability. Advance orders will be given first priority.
- Cancellation policy: Before delivery 50% of original price; after delivery 100% of original price plus any previous rental and/or labour charges.

Accessory Total	$
GST 5%	$
PST 7%	$
TOTAL RENTAL	$

Delivery & Setup are included

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Hardwall System

8’ x 10’ or 10’ x 10’ EXHIBITS

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

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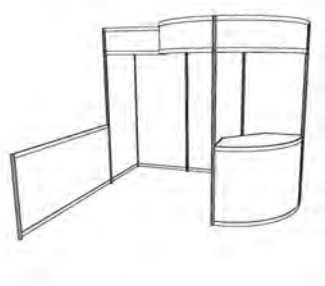
Event & Display

MODEL 101 – 8’ X 10’ OR 10’ X 10’ CORNER OR INLINE

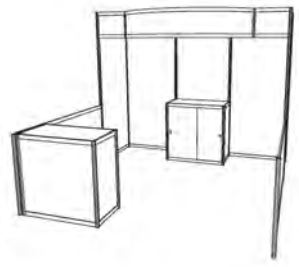
MODEL 101 PACKAGE: 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet

MODEL 102 – 8’ X 10’ OR 10’ X 10’ CORNER



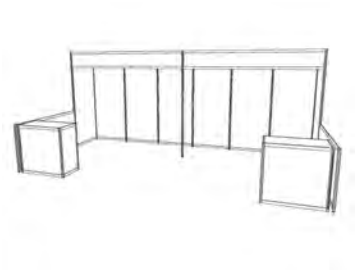
MODEL 102 PACKAGE: 1 curved header with copy, 1 single radius counter, booth carpet

MODEL 103 – 8’ X 10’ OR 10’ X 10’ CORNER OR INLINE



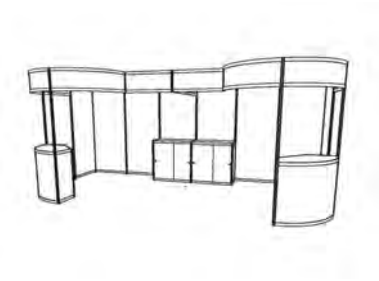
MODEL 103 PACKAGE: 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet

MODEL 201 – 8’ X 20’ OR 10’ X 20’ CORNER OR INLINE



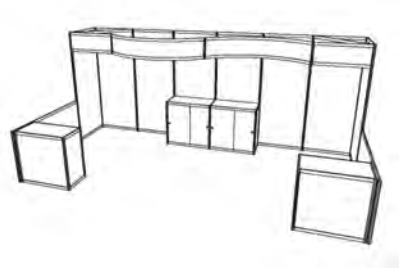
MODEL 201 PACKAGE:
2 – straight headers (with copy), 2 -.5m(20”) x 1m(39”) x 1m(39”) white counter, booth carpet

MODEL 202 – 8’ X 20’ OR 10’ X 20’ CORNER OR INLINE



MODEL 202 PACKAGE:
1 – straight header (with copy), 2 - .5m(20”) x 1m(39” x 1m(39”) built-in white counters, 2 single radius counters, booth carpet

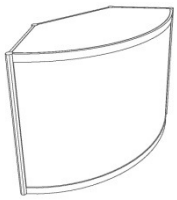
MODEL 203 – 8’ X 20’ OR 10’ X 20’ CORNER OR INLINE



MODEL 203 PACKAGE:
1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20”) x 1m(39” x 1m(39”) white counters, booth carpet

ADDITIONAL HARDWALL OPTIONS

A - Standard Counter (990 x 495 x 1mh)



B – Single Radius (1400 x 990)

C – Jewelry Case (990 x 495 x 1mh)

D –Display Case (990 x 495 x 1mh)

Aluminum structure, White hardwall back wall, White hardwall side walls, Carpet (please fill in carpet color selection form), Header Assembly (Graphics – block lettering only (logo extra) Please fill in header sign info on order form. Please call for any modifications.

FOR CUSTOM HARDWALL CONFIGURATIONS, COLOURS & GRAPHIC PANELS PLEASE CONTACT SHOWTIME FOR PRICES AND DETAILS.

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Hardwall System Order Form

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

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EXHIBITOR INFORMATION			
Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth #:
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

8' X 10' OR 10' X 10' BOOTH PACKAGES				
Description: Base package includes: Aluminum structure, white hardwalls & wall panels, company name in block lettering, carpet, and installation and dismantle.	**Quantity**	**Discount Rate**	**Standard Rate**	**Total**
MODEL 101: 1 – straight header with copy, 1 – 0.5m x 1m x 1m white counter, booth carpet		$750.00	$975.00	
MODEL 102: 1 curved header with copy, 1 single radius white counter, booth carpet		$1100.00	$1450.00	
MODEL 103: 1 - curved header (with copy), 1 0.5m x 1m x 1m attached back counter with doors, 1 front display counter, booth carpet		$950.00	$1225.00	
8' X 20' OR 10' x 20' BOOTH PACKAGES				
MODEL 201: 2 – straight headers (with copy), 2 -.5m(20") x 1m(39") x 1m(39") white counter, booth carpet		$1500.00	$1950.00	
MODEL 202: 1 – straight header (with copy), 2 - .5m(20") x 1m(39" x 1m(39") built-in white counters, 2 single radius counters, booth carpet		$1650.00	$2150.00	
MODEL 203: 1 – straight & 2 angled headers (with copy), 2 white front corner counters, 2 .5m(20") x 1m(39" x 1m(39") white counters, booth carpet		$1900.00	$2500.00	
ADDITIONAL HARDWALL COUNTERS:				
A: Standard Counter – (990mm tall x 495 mm deep x 1m high)		$150.00	$200.00	
B: Single Radius (1400 x 990mm)		$300.00	$390.00	
C: Jewelry Case (990 x 495 x 1m)		$200.00	$260.00	
D: Display Case (990 x 495 x 1m)		$250.00	$325.00	

OPTIONS & INFORMATION

CARPET COLOR SELECTIONS

☐ Blue ☐ Red ☐ Seafoam Green ☐ Grey ☐ Black

HEADER TO READ (up to 20 characters, black lettering on white

HEADER ONE:

_____

HEADER TWO:

(If applicable for Model # 201/202/203)_____

Fore more information on counters and other accessories please see the **ACCESSORIES** on this page..

For custom colours and graphic panels to personalize your Hardwall set up, please contact Showtime for prices and selection.

ACCESSORY OPTIONS

Description	QTY	Discount Rate	Standard Rate	Total
Wall shelf, .25m deep x 1m long		$30.00	$39.00	
Angled shelf, .25m deep x 1m long		$50.00	$65.00	
Clip on 150 watt chrome arm light, power NOT included		$50.00	$80.00	
White PVC slat wall, 2.5m high x 1m wide, per lin.m		$100.00	$150.00	
Lock for Cases		$20.00	$26.00	
Lights for Case		$20.00	$26.00	

Don`t see what you are looking for? Contact Showtime for additional set up options!

SPECIAL INSTRUCTIONS

COST SUMMARY

Rental Total	**$**
PST 7%	**$**
GST 5%	**$**
TOTAL AMOUNT	**$**

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Audio Visual & Computer Services Order Form

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Exhibitor Information			
Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth #:
Contact Name (Please Print):	Contact Email:		
Phone (Include Area Code):	Fax (Include Area Code):		

Address:	Delivery			Pickup		
	Day	Date	Time	Day	Date	Time

All TV's come with standard length VGA & HDMI cables-For additional components please call for pricing

Quantity	Daily Equipment Rental		2 week Advance Order	Reg/On-site Order	# Days	Total
TVs, Monitors, Computers & DVD Players						
Flat Screens listed come equipped to plug into DVD Player or Laptop						
	22" Flat Screen with speakers & DVD player	Per Day	$75.00	$100.00		
	32" Flat Screen with Speakers	Per Day	$150.00	$195.00		
	42" Flat Screen with Speakers & Floor Stand	Per Day	$300.00	$390.00		
	60" Flat Screen with Speakers & Floor Stand	Per Day	$450.00	$585.00		
	80" Flat Screen with Speakers & Floor Stand	Per Day	$750.00	$975.00		
	DVD Player	Per Day	$40.00	$52.00		
	Laptop Computer	Per Day	$125.00	$160.00		
Projection Equipment						
	LCD Data Projector	Per Day	$200.00	$260.00		
	Tripod Screen **4'** ☐ **5'** ☐ **6'** ☐	Per Day	$40.00	$52.00		
	48" Draped Video Cart	Per Day	$30.00	$35.00		
Printers (500 pack of paper included)						
	Laser Printer (Monochrome)	Per Day	$125.00	$125.00		
	Laser Printer (Colour)	Per Day	$200.00	$200.00		

Misc. Items & Special Instructions

Special Instructions (If any):

Showtime Computer & Audio Visual Rental Guidelines

- Client must be available to sign for equipment on delivery.
- Weekly rate = four times the daily rate.
- Equipment used in any portion of a day constitutes a full day's rental.
- Cancellation policy: After delivery 100% of one (1) rental day plus any previous rental and/or labour charges.
- Computers come pre-installed with either Windows XP or Windows Vista. If you require a specific operating system on your computer, Showtime requires a minimum of 7 days advance notice to install and configure. (fees may apply based on program required)
- All computers come pre-loaded with Office 2003 & Office 2007 which includes Word, Excel, Power Point, & Outlook. Also included is Internet Explorer 6 or 7.
- Any other software required can be installed by the client at their expense and risk. If the Client requires a Showtime Technician to install and/or configure software provided by the Client, Labour will be charged at a rate of $75.00 per hour.
- Showtime is not responsible for loss of internet connection due to loss of signal from the internet provider.
- Showtime is not responsible for loss of data that may occur due to equipment failure or client negligence.

Equipment Total	
PST 7%	
GST 5%	
Total Rental	

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Labour & Janitorial Order Form

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EXHIBITOR INFORMATION

Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

PRE-SHOW JANITORIAL

Initial pre-show janitorial services only. This includes dusting, vacuuming and general cleaning, before show opens.

BOOTH SIZE [ ] SQUARE FEET @ $0.30 PER SQUARE FOOT = [ ] MULTIPLIED BY 1 [ ] = $ [ ]

DAILY JANITORIAL

Daily janitorial services for the duration of the show. This includes dusting, vacuuming and general cleaning prior to each show day, excluding day 1.

BOOTH SIZE [ ] SQUARE FEET @ $0.25 PER SQUARE FOOT = [ ] MULTIPLIED BY NUMBER OF DAYS [ ] = $ [ ]

POP UP BOOTH SET UP & DISMANTLE

***Only applicable for basic pop up display units, anything with more set up is subject to Installation & Dismantle Labour charges.**

Includes installation & dismantle labour for basic 8' x 8' or 10' x 8' Pop Up (spider frame) display booth. It is the exhibitors' responsibility to make sure the display is on-site during exhibitor move in for Showtime to setup. Please use our Materials Handling service to have your items shipped directly to Showtime if you cannot deliver them yourself.

2 WEEK ADVANCED PRICING [$100.00] REGULAR/ONSITE PRICE IF ORDERED AFTER MARCH 23RD [$120.00] NUMBER OF POP UP BOOTHS [ ] = $ [ ]

Please send picture of pop up to infodesk@showtimedisplay.com, to confirm graphics and unit details.

INSTALLATION / SET UP

NUMBER OF DISPLAY STAFF	[ ]	NUMBER OF HOURS	[ ]	@ $60.00 PER/HR (STRAIGHT TIME) = $ [ ]
NUMBER OF DISPLAY STAFF	[ ]	NUMBER OF HOURS	[ ]	@ $90.00 PER/HR (OVERTIME) = $ [ ]
SUPERVISORY STAFF	[ ]	NUMBER OF HOURS	[ ]	@ $80.00 PER/HR (STRAIGHT TIME) = $ [ ]
SUPERVISORY STAFF	[ ]	NUMBER OF HOURS	[ ]	@ $120.00 PER/HR (OVERTIME) = $ [ ]
START TIME	[ ]	**END TIME**	[ ]	**INSTALLATION TOTAL** [ ]

DISMANTLE

NUMBER OF DISPLAY STAFF	[ ]	NUMBER OF HOURS	[ ]	@ $60.00 PER/HR (STRAIGHT TIME) = $ [ ]
NUMBER OF DISPLAY STAFF	[ ]	NUMBER OF HOURS	[ ]	@ $90.00 PER/HR (OVERTIME) = $ [ ]
SUPERVISORY STAFF	[ ]	NUMBER OF HOURS	[ ]	@ $80.00 PER/HR (STRAIGHT TIME) = $ [ ]
SUPERVISORY STAFF	[ ]	NUMBER OF HOURS	[ ]	@ $120.00 PER/HR (OVERTIME) = $ [ ]
START TIME	[ ]	**END TIME**	[ ]	**DISMANTLE TOTAL** [ ]

Straight time rates are in effect from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. **Minimum charge is for two (2) hours**. All work will be done straight time whenever possible.

* A supervisory charge will apply when there is no representative of the exhibiting company in attendance to supervise the installation of the exhibit. If supervision is required, please indicate.

LABOUR TOTAL	$
GST 5%	$
TOTAL AMOUNT	$

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Graphics & Signage Information

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

SHOWTIME Event&Display
Event & Display

It's important to us that your graphics and images look their absolute best. We believe it is important to work with you ensure that you are receiving the most comprehensive and efficient solutions in the trade show industry. The graphic and print production industry is constantly evolving and in order to insure the best quality graphics and images from your digital files, and to make the transfers as seamless as possible, we are pleased to provide you with some guidelines and tips for submission of your art to Showtime. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply for this. Please contact us directly for details.

ACCEPTABLE MEDIA:

All media should be formatted for use on a PC*.

- ☐ Email Attachment (limited to maximum size of 2mb)
- ☐ CD-Rom (CD-R or CD-RW)
- ☐ DVD-Rom (DVD-R only)

When sending disks, please label them as follows: Exhibitor Name /Show/Show Date/Venue

ACCEPTABLE FILE FORMATS:

Vector
This type of Artwork is resolution dependent, and can be enlarged or reduced without any loss of quality.

Extension	**Program**	**Version**
.cdr	Corel Draw	Version 11.0 or earlier
.eps	Encapsulated Postscript	An export option of various programs *(preferable)*
.ai	Adobe Illustrator	Version CS.2 or earlier

Bitmap: If you have bitmap art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150-300 dpi. Lower resolutions or rations will result in lower image quality. Full size should not exceed 100MB.

AVOIDING ADDITIONAL COSTS: Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) is often not suitable for high quality output, and often require additional hourly charges. To avoid additional costs associated with these file types, please supply files in accordance with the defined criteria list above.

TYPEFACE / FONT HANDLING:

Convert all fonts to outlines before saving your file for transfer. If you do not convert your font to outlines, font substitution will occur, resulting in unexpected output. Remember that once fonts are converted to outlines, they are no longer editable.

PROOFS AND COLOURS:

IMPORTANT: Always send 100% accurate proofs (colour laser prints) with your disk. Identify all specific spot colours (PMS) within your file and the provided proofs. In the absence of colour specifications, all graphics will be processed as is without colour corrections.

QUESTIONS?

If you still have questions or concerns about your artwork, file formats, and method of delivery, please call the Showtime office listed above and speak to our Exhibitor Services or Creative Departments.

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

SHOWTIME Event&Display
Event & Display

Graphics & Signage Order Form

EXHIBITOR INFORMATION			
Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

CUSTOM SIGNS		
Graphic Design Desktop Publishing Backlit Graphics	Graphics Presentation Large Format Printing Vinyl Graphics	Lamination Logo Reproduction Vinyl Banners

Set up Fee	$35.00	$35.00
Price Per Square Foot	$19.50 (Minimum 4 square feet)	Call for confirmation
Please confirm Sign Details and Dimensions & Select type of material requested	_____ long x _____high	
Graphic Design Labour	$85.00 per hour (min 1 hour, ½ hour increments afterwards)	$85.00

COMMON CUSTOM SIGNS	
38" x 94" Sintra Full Colour Meter Board	**$120.00 taxes not included**
22" x 28" Sintra Full Colour Sign	**$90.00 taxes not included-See furniture & Accessories page for Chrome Sign Holder**
For custom work and quotations, please call the Showtime Office listed above.	

SIGN INFO:

If you do not have a print file to submit, please write in the text and description of your order here:

Notes:

GRAPHICS & SIGNAGE TOTAL	$
PST 7%	$
GST 5%	$
TOTAL AMOUNT	$

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Advance Materials Handling Details

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

SHOWTIME Event & Display

SHIPPING CHARGES

Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.

BILLS OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Upon shipping, immediately send copies of bills of lading to Showtime and your on-site representative. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will not adjust charges later.

CONSIGNMENT

All shipments must be consigned c/o Showtime Event & Display Services to enable us to accept them for handling. Convention Centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

SHIPPING LABELS

Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.

CERTIFIED WEIGHT RECEIPTS

The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.

LABOUR AND EQUIPMENT

Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material. If a shipment is larger than standard skid, or requires more that standard fork lift service additional charges will apply. If your shipment is larger than standard 4' x 4' x 4' skid please indicate on following form.

EMPTY BOXES/CARTONS

Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

RATES

SHIPMENTS & RATES WILL BE CALCULATED TO THE NEXT 100 LBS. PLEASE CALCULATE CHARGES BASED ON CWT.

	2 WEEK ADVANCE	REGULAR /ARRANGE ON SITE
Up to 100 pounds **(minimum charge)**	$100.00	$120.00
101 lbs. – 500 lbs.	$80.00 per 100 lbs (CWT)	$88.00 per 100 lbs(CWT)
501 lbs. – 1000 lbs.	$70.00 per 100 lbs(CWT)	$77.00 per 100 lbs(CWT)
1001 lbs and up	$60.00 per 100 lbs(CWT)	$66.00 per 100 lbs(CWT)

All uncrated materials will be subject to a 25% surcharge.
Rates are based on a standard 4' x 4' x 4' Skid Size, Oversized pieces subject to individual pricing.

RATES INCLUDE:

- Receiving crated materials at advanced warehouse.
- Storing at the warehouse for up to 14 days pre show.
- Reloading and delivering to show site for exhibitor move in.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty containers during the show.
- Reloading shipment and return to warehouse for shipping, pick up next business day.
  (All materials will be shipped collect unless otherwise specified.)
- Showtime will call in pick ups and schedule outbound shipments for the next business day using the details provided on the Advanced Materials Handling Order Form

Please send outgoing waybills and outgoing customs paperwork Attention: **Showtime MH Outbound** with your exhibitors or by email to infodesk@showtimedisplay.com. Additional blank Waybills and Customs Forms will be available onsite during Exhibitor Move Out for your Exhibitors onsite to complete. Showtime will call in pickups and schedule pickups for the next business day with the details you provide on following forms. Please complete the forms in full to assist us in arranging details and confirming shipping details with your Exhibitor on site. Exhibitor Letters will the circulated onsite to help your onsite contact prepare shipment for the end of show. Additional packing tape, shrink wrap, waybills and labels will also be available for you onsite team.

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Advance Materials Handling Order Form

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

SHOWTIME Event&Display
Event & Display

EXHIBITOR INFORMATION

Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth #:
Contact Name (Please Print):		Contact Email:	
Phone (Include Area Code):		Fax (Include Area Code):	

RATES — **2 WEEK ADVANCE** — **ORDER /ARRANGE ON SITE**

Up to first 100 pounds (minimum charge)	$100.00	$120.00
101 lbs. – 500 lbs.	$80.00 / 100 lbs (CWT)	$88.00 / 100 lbs (CWT)
501 lbs. – 1000 lbs.	$70.00 / 100 lbs (CWT)	$77.00 / 100 lbs (CWT)
1001 lbs and up	$60.00 / 100 lbs (CWT)	$66.00 / 100 lbs (CWT)
All charged based on actual weight and rounded to the next 100 lbs.		
Additional Charges will apply on shipments exceeding standard skid/fork lift service		
All uncrated materials will be subject to a 25% surcharge.		

RATES INCLUDE:
- Unloading crated materials.
- Storing at the warehouse for up to 14 days.
- Reloading onto trucks and delivery to the exhibit site.
- Unloading materials and delivery to your booth.
- Picking up, storing and returning empty containers.
- Reloading equipment and return to your specified destination. (All materials will be shipped collect unless otherwise specified.)
- Showtime will call in pickups and schedule outbound shipments for the next business day, using the details provided on this form.

CALCULATION

SHIPMENT WEIGHT (LBS.) CWT [ ] **SEE RATES IN TABLE ABOVE** = **$** [ ]

☐ **UNCRATED – (CHECK IF APPLICABLE)** uncrated shipments are subject to a 25% surcharge + 25% = **$** [ ]

INBOUND SHIPPING INFO
Showtime cannot accept shipments later than three (3) business days prior to show date without prior arrangements.

Name of **INBOUND** Shipping Company:	Estimated size of piece(s) if larger than 4' x 4' x 4'	INBOUND Estimated # of Pieces:

RETURN SHIPPING DETAILS *REQUIRED* — If no outbound Materials Handling please specify.

Name of **RETURN** Shipping Company **

Level of service requested:_**_____
Note some carries require ground service waybills be electronically prepared by account holder.

Carrier Phone Number:_**_____

Account Number: _**_____
must be included
15% chargeback will apply is carrier disputes Account Number provided.

RETURN Shipping Address & Phone Number:
Please print clearly

Please note, pick up address is from Showtime Warehouse **not** the venue, on next business day after show closing unless otherwise arranged with Showtime.

Special notes or details about return shipping:

For questions or information on handling international shipments, call us at (250) 868-2465.

All paperwork for International Shipments must be completed BY EXHIBITOR.

Showtime is not responsible for any customs documentation or charges, 15% chargeback will be applied if customs charges are charged to Showtime.

Blank Waybills and Customs forms will be available onsite during exhibitor move out. Waybills are to be handed into Showtime Exhibitor Services onsite when handing in shipment at the end of the show.

SHIPPING TOTAL	$
GST 5%	$
TOTAL AMOUNT	$

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Advanced Materials Handling Shipping Label

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

Event & Display

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:

c/o Showtime Event & Display

6075 Irmin Street, Burnaby, BC, V5J 5C5
Tel: (800) 721-0029
www.showtimedisplay.com

SHOW NAME: AAPOS Annual General Meeting 2016	**BOOTH#:**
Carrier : _____	Number ___ of ___ Pieces

Each piece shipped to Showtime must have label filled out and attached!
Materials Handling Forms to be sent in advance of shipment.
Shipments to be received between March 23rd & March 30th

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Show Site Receiving & Handling Order Form

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

Event & Display

Must be Received at the Vancouver Convention Centre East on April 5th between 6am-8pm.

Only to be used if not using Advanced Materials Handling

EXHIBITOR INFORMATION

Company:	Show Name: **AAPOS Annual General Meeting 2016**	Show Dates: **April 6-10, 2016**	Booth #:

Contact Name (Please Print):	Contact Email:
Phone (Include Area Code):	Fax (Include Area Code):

SHIPPING CHARGES
Please prepay all shipping charges. Showtime cannot accept or be responsible for collect shipments.

BILLS OF LADING
All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. Handling charges are based on the weight of material. Certified weight receipts are required for all shipments. Showtime will estimate weight for private vehicles without certified weight receipts. Charges will be based on this estimation, and no adjustments can be made. Separate mixed van shipments between crated and uncrated and clearly identify the weights of each on the bill of lading. Otherwise, Showtime will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

CONSIGNMENT
All shipments must be consigned c/o Showtime Convention and Display Services to enable us to accept them for handling. Convention centres and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

SHIPPING LABELS
Please use the shipping labels attached to expedite handling. For more labels, please feel free to photocopy the labels that have been provided.

CERTIFIED WEIGHT RECEIPTS
The weights of your vehicle empty and loaded must be documented with certified weight receipts for billing purposes. Showtime will unload all shipments after your driver submits certified weight receipts at the receiving site.

LABOUR AND EQUIPMENT
Labour and equipment for unloading and loading are included in Showtime material handling rates and services. If additional labour is required for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating and reskidding machinery and/or equipment, please place your order on the Janitorial and Labour Order Form. If your material requires a forklift or specialized rigging equipment, please notify us promptly so that we can make arrangements. Please contact us prior to completing this form if you require those services.

EMPTY BOXES/CARTONS
Shipping cartons will be picked up, stored and returned after the show. Showtime will provide labels for empty cartons and boxes.

RATES	2 WEEK ADVANCE	ORDER /ARRANGE ON SITE
Up to first 100 pounds (minimum charge)	$90.00	$108.00
101 lbs. – 500 lbs.	$72.00 / 100 lbs (CWT)	$79.20 / 100 lbs (CWT)
501 lbs. – 1000 lbs.	$63.00 / 100 lbs (CWT)	$69.30 / 100 lbs (CWT)
1001 lbs and up	$54.00 / 100 lbs (CWT)	$59.40 / 100 lbs (CWT)
All charged based on actual weight and rounded to the next 100 lbs.		
Additional Charges will apply on shipments exceeding standard skid/fork lift service		
All uncrated materials will be subject to a 25% surcharge.		

RATES INCLUDE:
- Receiving crated materials from transport vehicle during Exhibitor Move In.
- Delivery from loading bay to your booth.
- Picking up, storing and returning empty containers.
- Reloading repacked materials onto transport vehicle during Exhibitor Move Out.

CALCULATION

SHIPMENT WEIGHT (LBS.) CWT [ ] SEE RATES ON TABLE ABOVE = $ [ ]

☐ **UNCRATED – (CHECK IF APPLICABLE)** uncrated shipments are subject to a 25% surcharge + 25% = $ [ ]

SHIPPING INFO

Name of INBOUND Shipping Company:	Estimated Arrival Time:	INBOUND Estimated # of Pieces:
Name of OUTBOUND Shipping Company:	Estimated Arrival Time:	OUTBOUND Estimated # of Pieces:
If Other, please specify:	CONTACT PERSON TEL:	

**** All paperwork for including International Shipments Customs Invoices must be completed BY EXHIBITOR. Showtime is not responsible for any customs documentation or charges.**

PLEASE NOTE:
If you require Forklift Services, please contact our office prior to completing this order form.
Pick Ups for shipments shipped to show site will must have scheduled pick from show site during Exhibitor Move Out, Any shipment left after Exhibitor Move out, will be taken to Showtime Warehouse and shipped next business day.

SHIPPING TOTAL	$
GST 5%	$
TOTAL AMOUNT	$

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

Only to be used if not using Advanced Materials Handling.

Show Site Receiving Shipping Label

Toll Free: 1-800-721-0029
infodesk@Showtimedisplay.com

Event & Display

To be Delivered

April 5th

6am-8pm

SHIP FROM:

EXHIBITING COMPANY:

SHIP TO:

C/O Showtime Event & Display
Vancouver Convention Centre East
999 Canada Pl #200, Vancouver, BC
V6C 3C1
Tel: (800) 721-0029
www.showtimedisplay.com

SHOW NAME: **AAPOS Annual General Meeting 2016**	**BOOTH#:**
Carrier : _____	Number ___ of ___ Pieces

Order Online! For Custom Login Information Contact infodesk@showtimedisplay.com

ELECTRICAL SERVICES REQUEST 2015

This form is your official invoice – please keep a copy for your records

All electrical services are sold on a per booth or per exhibitor basis

All Orders Must Be Accompanied By Payment.

All Prices Subject to Applicable Taxes and/or Change Without Notice.

EVENT # **40330**

EVENT INFORMATION:

EVENT NAME: **AAPOS ANNUAL MEETING 2016**

EVENT DATES: **APRIL 6-10 2016**

BOOTH NUMBER:

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street City Province Postal/Zip Code

CONTACT NAME: PHONE #:

E-MAIL: FAX #:

Please note: ALL POWER PROVIDED FROM FLOOR AND SUPPLIED AT REAR OF BOOTH UNLESS FLOOR PLAN PROVIDED.
FOR OVERHEAD POWER OR REQUIREMENTS OVER 200A, PLEASE REQUEST A QUOTE BY FILLING OUT THE BOOTH TEMPLATE FORM - QUOTE REQUEST.

BASIC POWER	**Quantity Required**		**Discount Rate** (7 days prior to event move-in)	**Standard Rate** (under 7 days to event move-in)	**Late Rate** (24h prior to event move-in)		**TOTAL AMOUNT**
*MORE THAN 5 CIRCUIT LOCATIONS WILL REQUIRE LABOUR FOR A CUSTOM LAYOUT. PLEASE INCLUDE FLOOR PLANS.							
☐ 750 WATTS 120 VOLTS 7.5 AMPS (MINIMUM PER EXHIBITOR)		@	$82.00	$97.00	$128.00	=	
☐ 1500 WATTS 120 VOLTS 15 AMPS (STANDARD CIRCUIT)		@	$87.00	$102.00	$134.00	=	
ADDITIONAL ITEMS (Does not include Labour or Power Supply)							
☐ POWER BAR WITH SURGE PROTECTION		@	$22.00	$27.00	$36.00	=	
☐ 3 M (10 FT.) EXTENSION CORD		@	$17.00	$22.00	$28.00	=	
☐ 5 M (15 FT.) FLAT EXTENSION CORD		@	$22.00	$27.00	$36.00	=	
LIGHTING (Prices include power for light)							
☐ DOUBLE 150 WATT FLOOD LIGHT ON STAND		@	$110.00	$125.00	$163.00	=	
☐ SINGLE 500 WATT QUARTZ LIGHT ON STAND		@	$110.00	$125.00	$163.00	=	
PRODUCTION or COMMERCIAL POWER (200 Amps and Above, please see Booth Template form for Quote Request)							
* FOR ALL 20A or 30A SERVICES PLEASE NOTE PLUG OR OUTLET TYPE ON BOOTH TEMPLATE FORM. FOR 60A AND ABOVE, CAMLOK CONNECTION PROVIDED							
☐ 20 AMP 120/208 VOLT 1 PHASE OR 3 PHASE		@	$180.00	$198.00	$257.00	=	
☐ 30 AMP 120/208 VOLT 1 PHASE OR 3 PHASE		@	$196.00	$216.00	$284.00	=	
☐ 60 AMP 120/208 VOLT 1 PHASE OR 3 PHASE		@	$299.00	$356.00	$474.00	=	
☐ 100 AMP 120/208 VOLT 1 PHASE OR 3 PHASE		@	$525.00	$570.00	$750.00	=	
LABOUR							
*REQUIRED FOR CUSTOM BOOTH LAYOUTS, TIE-IN'S, INSPECTIONS AND SPECIFIED INSTALL TIMES							
☐ ELECTRICIAN LABOUR (Weekday hourly rate)		@	$95.00	$95.00	$95.00	=	
☐ ELECTRICIAN LABOUR (Hourly rate after 1700h on Weekdays on Weekends and Canadian Statutory Holidays)		@	$127.00	$127.00	$127.00	=	

PAYMENT INFORMATION:

Make Cheques Payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax form or for further inquiries:
Call (604) 647-7206 Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to event move-in date. Make all payments in Canadian Funds. All orders must be accompanied by payment.

SUBTOTAL
5.00% GST #100432764
TOTAL CANADIAN

☐ Cash ☐ Cheque ☐ Money Order ☐ Bank Wire Transfer
☐ Visa ☐ MasterCard ☐ American Express
(Add $10.00 Service Charge to total)

Credit Card Number Expiry Date

Print Name as it Appears on Card:

I hearby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature

Print Name and Title of Authorized Representative

VANCOUVER CONVENTION CENTRE

BOOTH LAYOUT TEMPLATE
Custom Layouts for Internet & Electrical

EVENT #	40330

EVENT INFORMATION:

EVENT NAME: **AAPOS ANNUAL MEETING 2016**

EVENT DATES: **APRIL 7-9 2016**

BOOTH NUMBER:

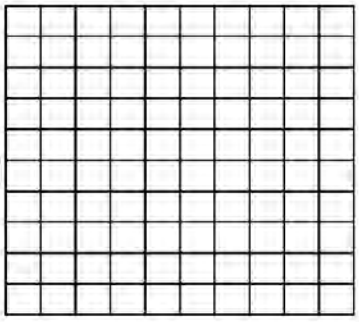
CUSTOMER INFORMATION:

COMPANY NAME:

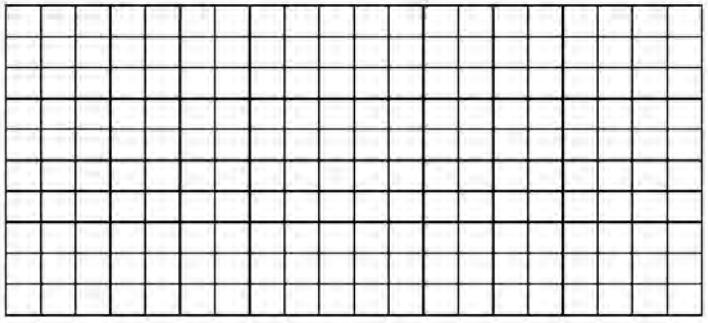
Please Note: ALL POWER WILL BE PROVIDED AT THE REAR OF THE BOOTH UNLESS A FLOOR PLAN IS PROVIDED.
PLEASE SUBMIT ANY FLOOR PLANS WITH SERVICE ORDERS.

PLACE INSIDE THE GRID	
Electrical 750w	e
Electrical 1500w	E
Wired Internet	I
Fax or POS	F or P
Place surrounding booth # in brackets (i.e. 100)	

For ☐10x10 ☐ 20x20



For Booth Size 10x20 Only



PRODUCTION & COMMERCIAL POWER – Additional Information	
PLEASE INDICATE THE PLUG TYPE (for 20A and/or 30A)	
TYPE OF EQUIPMENT THAT REQUIRES THE ELECTRICAL	
PLEASE CONFIRM THE TYPE OF FLOORING IN THE BOOTH	**CIRCLE ONE :** CARPET OR HARDWOOD
QUOTE REQUEST (For 200A and Above or Overhead Power)	
PLEASE INDICATE THE SERVICE REQUIRED	

WIRED INTERNET REQUEST 2015

This form is your official invoice – please keep a copy for your records
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice
(Please see reverse side for terms & conditions)

EVENT #: **40330**

EVENT INFORMATION:

EVENT NAME: **AAPOS ANNUAL MEETING 2016**

BOOTH NUMBER:

EVENT DATES: **APRIL 7-9 2016**

Include Booth Plan if possible.

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street City Province/State Postal/Zip Code

CONTACT NAME: TELEPHONE #:

E-MAIL: FAX #:

ORDER INFORMATION:

NOTES: - **Wireless Routers / Wired Routers / Switches / Hubs are not permitted in the Vancouver Convention Centre.**
- For connecting multiple devices please indicate the number of additional devices and Ethernet Switch Rentals.
- For Wireless Internet please refer to the WIFI Request Form.
- Please submit a floor plan outlining the location for each device requiring connectivity.
- Orders placed less than 7 days prior to the event move-in are charged at the Standard Rate. Payment must accompany order form.

WIRED INTERNET SERVICES All internet services includes one (1) device connection.	**Number Required**	**Discount Rate (up to 7 days prior to event move-in)**	**Standard Rate (under 7 days to event move-in)**	**On-Site Rate**	Total Amount
WIRED INTERNET 2Mbps (DHCP)		@ $ 1,395.00	$ 1,450.00	$ 1,495.00	
WIRED INTERNET 10Mbps (DHCP or Static IP)		@ $ 4,495.00	$ 4,695.00	$ 4,995.00	
WIRED INTERNET 100Mbps (DHCP or Static IP) Private wireless routers are **NOT** permitted. Signals will be deactivated due to interference with Vancouver Convention Centre WiFi		@ $10,995.00	$11,995.00	$12,995.00	
ADDITIONAL DEVICES Note: Each device accessing the Internet must be counted.		@ $ 130.00	$ 140.00	$ 150.00	
ETHERNET 5 OR 8 PORT SWITCH RENTAL Note: Each Ethernet Switch supports 4 or 7 additional devices.		@ $ 75.00	$ 75.00	$ 75.00	
CUSTOM ORDERS - On Request please call 604-647-7206					

PAYMENT INFORMATION:

Make cheques payable to:

Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax your form or for further inquiries:
Call (604) 647-7206

Fax (604) 647-7325

Discount Rate applicable up to 7 days prior to event move-in date. On-site Rate applicable for each on-site order. Make all payments in Canadian Funds. All orders must be accompanied by payment.

SUB TOTAL	
5.00% GST (#100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer # (Add $10.00 Service Charge to total)

Credit Card Number: Expiry Date:

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name and Title of Authorized Representative

TERMS & CONDITIONS

1 . Requests for service and special arrangements at the advance rate must be received no less than seven **(7**) days prior to scheduled arrival time for move-in. Otherwise the standard rate applies to each service.

2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.

3. Conditions for processing service order forms:

   a) Payment for service must accompany service orders.

   b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.

4. Credit will not be given for service installed and not used.

5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.

6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.

7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.

8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.

9. Customer shall not and shall not permit any of its users or other third parties to:

   (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;

   (b) restrict or inhibit any other user from using and enjoying the Internet;

   (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;

   (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;

   (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or

   (f) abuse or fraudulently use the Internet in any way not specifically set forth above.

10. Limitation of Liability

(a) Customer understands that Customer and its users may access the Internet through the service. Customer understands further that neither the Vancouver Convention Centre nor its Internet Service Provider operate or control the Internet in any way, and that all merchandise, information and services offered or made available or accessible on the Internet are offered or made available or accessible by third parties.

(b) Customer assumes total responsibility and risk for Customer's and its users' use of the service and the Internet. Neither the Vancouver Convention Centre nor its Internet Service Provider make any express or implied warranties, representations or endorsements whatsoever (including without limitation warranties of title or noninfringement, or the implied warranties of merchantability or fitness for a particular purpose) with regard to any merchandise, information or service provided through the Internet, and neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable for any cost or damage arising either directly or indirectly from any such transaction. It is solely Customer's and its users' responsibility to evaluate the accuracy, completeness and usefulness of all opinions, advice, services and other information, and the quality and merchantability of all merchandise, provided on the Internet generally.

(c) Customer understands further that the Internet contains unedited materials some of which are sexually explicit or may be offensive to some people. Customer and its users access such materials at their own risk. The Vancouver Convention Centre and its Internet Service Provider have no control over and accept no responsibility whatsoever for such materials.

(d) The service is provided on an "as is" and "as available" basis without warranties of any kind, either express or implied, including but not limited to warranties of title, noninfringement or implied warranties of merchantability or fitness for a particular purpose. No advice or information given by the Vancouver Convention Centre or its Internet Service Provider or their affiliates or their contractors or their respective employees shall create a warranty. Neither the Vancouver Convention Centre nor its Internet Service Provider warrants that the service will be uninterrupted or error free or that any information, software or other material accessible on the Internet is free of viruses, worms, trojan horses or other harmful components.

(e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.

(f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:

   (i) act or omission of a telecommunications carrier whose facilities are used in establishing connections;

   (ii) disclosure of private communications to parties other than the intended recipient, or the disclosure of confidential information;

   (iii) restriction or inhibition imposed by a third party;

   (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;

   (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;

   (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;

   (vii) infringement of patents or other proprietary rights; or

   (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.

ENHANCED WIFI - REQUEST 2015

This form is your official invoice – please keep a copy for your records
All Prices Subject to Applicable Taxes
All Prices Subject to Change Without Notice
(**Please see reverse side for terms & conditions)**

EVENT #: **40330**

BOOTH NUMBER:

EVENT INFORMATION:

EVENT NAME: **AAPOS ANNUAL MEETING 2016**

EVENT DATES: **APRIL 7-9 2016**

CUSTOMER INFORMATION:

COMPANY NAME:

COMPANY ADDRESS:

Street City Province/State Postal/Zip Code

CONTACT NAME: TELEPHONE #:

E-MAIL: FAX #:

NOTES: This service will work throughout the Vancouver Convention Centre.
For private networks or more bandwidth, please call for more information 604-647-7206.
Customer provided Wireless Routers or Access Points are not permitted anywhere within the Centre.
A separate access code is required for each device. Access codes are not transferable from one device to another.

Service Up to 1.5Mbps	**Number Required**	**Rate**	**Total Charges**
1 DAY SERVICE (FIRST USER)		$140.00	
1 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	
2 DAY SERVICE (FIRST USER)		$250.00	
2 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	
3 DAY SERVICE (FIRST USER)		$295.00	
3 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	
4 DAY SERVICE (FIRST USER)		$385.00	
4 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	
5 DAY SERVICE (FIRST USER)		$495.00	
5 DAY SERVICE (ADDITIONAL USER)		$100.00 EACH	

PAYMENT INFORMATION:
Make cheques payable to:
Vancouver Convention Centre
1055 Canada Place
Vancouver, B.C. Canada
V6C 0C3

To fax your form or for further inquiries:
Call (604) 647-7206
Fax (604) 647-7325

SUB TOTAL	
5.00% GST (# 100432764)	
7.00% PST (#1001-0174)	
TOTAL CANADIAN	

❑ Cash ❑ Cheque ❑ Money Order

❑ Visa ❑ MasterCard ❑ American Express ❑ Bank Wire Transfer # (Add $10.00 Service Charge to total)

Credit Card Number: Expiry Date:

Print Name as it Appears on Card:

I hereby authorize the Vancouver Convention Centre or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name and Title of Authorized Representative

TERMS & CONDITIONS

1 . Requests for service and special arrangements at the advance rate must be received no less than seven **(7**) days prior to scheduled arrival time for move-in. Otherwise, the standard rate applies to each service.

2. Complete information must be provided on the Telephone/Internet Order Request Form to ensure prompt processing of the order. Incomplete information will delay processing.

3. Conditions for processing service order forms:

   a) Payment for service must accompany service orders.

   b) For new service required at time of show please call (604) 647-7299 or visit the Vancouver Convention Centre Service Desk located on the floor of your show during scheduled move-in times.

4. Credit will not be given for service installed and not used.

5. The Customer will be fully responsible for the safekeeping of any equipment during the show and its prompt return at the close of the show to Vancouver Convention Centre personnel.

6. It is understood that if after assignment, Vancouver Convention Centre must change a pre-assigned I.P. address, the Customer has no recourse for compensation against Vancouver Convention Centre. Every effort will be made to maintain the originally assigned address.

7. Only Vancouver Convention Centre personnel are authorized to modify system wiring or cabling.

8. Material and equipment furnished by Vancouver Convention Centre for this service order shall remain the property of Vancouver Convention Centre.

9. Customer shall not and shall not permit any of its users or other third parties to:

   (a) disclose private communications without permission to parties other than the intended recipient, or the disclosure of confidential information;

   (b) restrict or inhibit any other user from using and enjoying the Internet;

   (c) post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;

   (d) post or transmit any information or software that contains a virus, worm, cancelbot or other harmful component;

   (e) upload, post, publish, transmit, reproduce, or distribute in any way, information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto, without obtaining permission of the copyright owner or rightholder; or

   (f) abuse or fraudulently use the Internet in any way not specifically set forth above.

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(e) Under no circumstances shall the Vancouver Convention Centre or its Internet Service Provider or their affiliates or contractors be liable for any direct, indirect, incidental, special, punitive or consequential damages that result in any way from Customer's or its users' use of or inability to use the service or to access the Internet or any part thereof, or Customer's or its users' reliance on or use of information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any failure of performance.

(f) Without in any manner limiting the express limitations contained in this section, neither the Vancouver Convention Centre nor its Internet Service Provider shall be liable to Customer or its users or any other parties for any:

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   (iii) restriction or inhibition imposed by a third party;

   (iv) posting, transmittal or receipt of any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, or profane information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, provincial, state, national or international law, including without limitation, export control laws and regulations;

   (v) posting or transmittal of any information or software that contains a virus, worm, cancelbot or other harmful component;

   (vi) uploading, downloading, posting, publishing, transmittal, reproducing, or distributing in any way, of information, software or other material obtained through the Internet which is protected by copyright or other proprietary right or derivative works with respect thereto;

   (vii) infringement of patents or other proprietary rights; or

   (viii) abuse or fraudulent use of the Internet in any way not specifically set forth above.

VANCOUVER CONVENTION CENTRE

ORDER FORM

AUDIO VISUAL EQUIPMENT - 2015

FREEMAN AUDIO VISUAL | CANADA

All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice

Please complete this form in BLOCK CAPITALS **Please include Booth Plan if possible**

Event Information:

EVENT NAME:	**AAPOS ANNUAL MEETING 2016**	EVENT #:	40330
EVENT LOCATION:	**VANCOUVER CONVENTION CENTRE**	EAST / WEST Hall / Room :	
EXHIBITING COMPANY NAME:		Booth Number:	
DATE REQUIRED:	TIME:	DATE FINISHED:	TIME:

Customer Information:

CONTACT ON SITE:	Mobile Phone #:

QTY.	**LARGE PLASMA & LCD DISPLAYS -** Includes table-top base	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	32" **LCD** Display (16:9) VIDEO/XGA MONITOR	$250.00	$750.00	
	* 40" **LED** Display (16:9) - *Includes Speakers*	$350.00	$1,050.00	
	* 52" **LED** Display (16:9) - *Includes Speakers*	$550.00	$1,650.00	
	* 60" **LCD** Display (16:9) - *Includes Speakers*	$800.00	$2,400.00	
	* Use of Wall Mount Bracket for Freeman AV Display Monitors Above ONLY	on request	on request	
	Dual Post Floor Stand 72" for Freeman AV Display Monitors Above ONLY	$75.00	$225.00	
	Shelf for Dual Post Floor Stand above (for DVD or Laptop)	$15.00	$45.00	
	Items marked with * above will require additional labour - See Terms			

QTY.	**VIDEO PLAYBACK -** for use with displays listed above	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Blu-Ray HD Player	$150.00	$450.00	
	( ) DVD Player - NTSC or ( ) Multi-region DVD Player	$65.00	$195.00	

QTY.	**COMPUTERS (Desktop / Laptop) & Printers**	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Desktop PC - I7 2.8G W7 OFFICE2010 & 17" LCD monitor (16:9)	$300.00	$390.00	
	Laptop - I7 2.3G W7 OFFICE2010 (16:9)	$300.00	$390.00	
	24" LCD Display (16:9) WUXGA [No Audio Speakers]	$110.00	$330.00	
	HP 4250+ Laserjet Printer	$175.00	$350.00	
	Wireless Mouse	$55.00	$165.00	

QTY.	**SCREENS / PROJECTORS**	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Tripod Screen - ( ) 50" x 80" or ( ) 70" x 70" or ( ) 84" x 84" or ( ) 96" x 96"	$60.00	$180.00	
	Meeting Room LCD data/video projector (16:9) WXGA, 2500 lumens	$320.00	$960.00	
	Exhibition Booth LCD data/video projector (16:9) WUXGA, 5000 lumens	$750.00	$2,250.00	
	Video cart with black skirting ( ) 42" or ( ) 48"	$30.00	$90.00	
	Please call for rates on other screens, projectors, carts or rigging brackets	on request	on request	

QTY.	**AUDIO**	DAILY RATE	WEEKLY RATE (3-7 days)	TOTAL
	Booth Audio System c/w one WIRED handheld mic, one mixer/amp, two speakers on stands	$220.00	$660.00	
	UHF wireless microphone ( ) handheld or ( ) headset or ( ) lavalier	$160.00	$480.00	
	Wired Mic [Shure SM58]	$40.00	$120.00	
	Slim Lectern Microphone [Shure MX412C]	$40.00	$120.00	
	Multi-disc CD Player	$55.00	$165.00	
	PCDI	$30.00	$90.00	
	Mixer - Mackie 1202 (4*XLR + 8*1/4")	$60.00	$180.00	
	Powered Speaker - Mackie SRM-450 (450W RMS) c/w Speaker Stand	$85.00	$255.00	

	OTHER			TOTAL

***** If you do not see what you are looking for please call our Sales Representative, Jedro Magtoto, at 604 647 7281 or email us at FreemanAV@vancouverconventioncentre.com for a customized quotation *****

PAYMENT INFORMATION REQUIRED ON REVERSE SIDE...

EQUIPMENT SUBTOTAL	
^ + 5% of Equipment Subtotal *required for Cabling/Consumables*	
* **BASIC INSTALLATION CHARGES** INCLUDES DELIVERY, INSTALL & DISMANTLE	$155.00
ADDITIONAL LABOUR / DELIVERY CHARGES	
Goods & Services TAX (GST) 5%	
BC Provincial Sales TAX (PST) 7%	
TOTAL $CDN	

VANCOUVER CONVENTION CENTRE

ORDER FORM
AUDIO VISUAL EQUIPMENT - 2015

FREEMAN AUDIO VISUAL | CANADA

All Prices Subject to Applicable Taxes - All Prices Subject to Change Without Notice

Copied from reverse side:

EVENT #: 40330	Hall / Room:	TOTAL $CDN
	Booth Number:	

Payment Information: Prepayment is required (in Canadian funds) & Credit card payments are processed on date order is placed.

Have you ever previously ordered AV with us here at Vancouver Convention Centre?

COMPANY NAME:

BILLING ADDRESS: Street

City | Province / State | Postal / Zip Code

ORDERED BY: | TELEPHONE #: ( )

EMAIL ADDRESS : | FAX #: ( )

☐ Master Card ☐ Visa ☐ American Express

Credit Card Number : | Expiry Date:

I hereby authorize Freeman AV or its agents to install the service(s) described above and agree to assume complete responsibility for all charges for service.

Authorized Signature:

Print Name as it Appears on Card :

ORDER COMMENTS / INSTRUCTIONS

EMAIL scanned ORDER FORM TO:	or FAX ORDER FORM TO:
FreemanAV@vancouverconventioncentre.com	+ 1 604 647 7232

Upon receipt of this Order Form, an Freeman AV representative will generate an order and send it to you for your confirmation. Attached to this order will be our Supplementary Conditions. This document is also available on request.

^ An additional charge of 5% of the equipment subtotal must be applied to account for cabling & consumable items.
* Large monitors require additional labour. Installation charges will be increased to minimum of $248.00
Additional Labour and/or delivery charges may also increase for multiple item orders or decrease for some single items.

RENTAL PERIOD.
Minimum rental period is one day. Rental period starts on the day contracted for and stops on the day when the equipment is returned to Freeman AV.
Rental charges apply to show days only and do not include installation one day prior.
Reservations are made on a 'first-come, first-serve' basis. Pricing is subject to change based upon local availability of equipment and personnel at the time of confirmation.

EXTENSION OF RENTAL
To avoid inconvenience to other customers, any extension of the rental period must be arranged prior to termination of the original rental period.

GUARANTEES & RESPONSIBILITY LIMITATION
Freeman AV guarantees performance of equipment and continuity of operation under normal circumstances. We assume no responsibility for circumstances beyond our control such as power failures or malfunctioning of systems supplied by others. In all cases, Freeman AV's liability is limited to the amount of the Freeman AV contract. In no event shall Freeman AV be liable for special, indirect, or consequential damages.

WAGES
Personnel wages are based on normal working hours Monday through Friday 7:00 a.m. to 6:00 p.m. Should the hours worked be outside of this period, labour will be charged at the applicable hourly rates. This may include overtime charges.

OVERTIME
Overtime will be charged for all hours worked over and above 8 hours in a day at a rate of 1.5 times the hourly rate. All hours worked over and above 11 hours in a day will be charged at 2 times the hourly rate. All hours worked over and above 40 hours in a week will be charged at 1.5 times the hourly rate. All hours worked on Statutory Holidays will be charged at 2 times the hourly rate.

FACILITY SERVICES AND CHARGES
Any charges levied by the meeting facility for electricity, electrical connections, connection to built-in sound systems, connection to built-in video systems, connection to built-in telecommunication networks, furniture and staging, labour, or any other charges levied relative to our activities on behalf of the customer in the facility will be the responsibility of the customer and will be quoted and invoiced directly to the customer by the facility.

LIABILITY
The customer is responsible for equipment at all times when it is under contract to the customer, and is liable for the full replacement value of the equipment, notwithstanding the fact that Freeman AV personnel may be on-site with the equipment. The customer is hereby advised of their responsibility to safeguard the equipment at all times, to ensure the security of the equipment when unattended by the customer, and to ensure pickup of the equipment by Freeman AV personnel when use is completed.

CANCELLATION
In the event of cancellation of this contract, the customer shall pay Freeman AV 100% of the total contract price.

GENERAL PARKING INFORMATION

ADDITIONAL PARKING AT OR NEAR 1055 CANADA PLACE (West Facility)

1. **Impark** at Vancouver Convention Centre **West** 1055 Canada Place

   See page 2 for map directions
   (Heading west 1st traffic light past Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**
   or
   Heading north on Burrard Street turn left at traffic light foot of Burrard Street, parking entrance is located ½ block down on right hand side inside Vancouver Convention Centre **West**)

   440 stalls
   $30.00 per day (**All prices are subject to change without notice**)

   Payment is on-site only by exact coin or by credit card at parking meters located at entrance to parking lot

2. DPC (604) 682-6744 - 900 Cordova Street – 370 stalls
3. 200 Granville Street –Imperial Parking (604) 681-3233 ask for extension 273 or 257 – 450 stalls
4. Station East – Imperial Parking (604) 681-3233 ask for extension 288 – 600 stalls
5. Impark (open lot beside Seabus Terminal)
6. Pacific Centre (604) 688 - 7235
7. Commerce Place 400 Burrard Street
8. Waterfront Centre - 200 Burrard Street – (604) 682-2267 – 750 stalls
9. 555 Cordova Street – 100 stalls

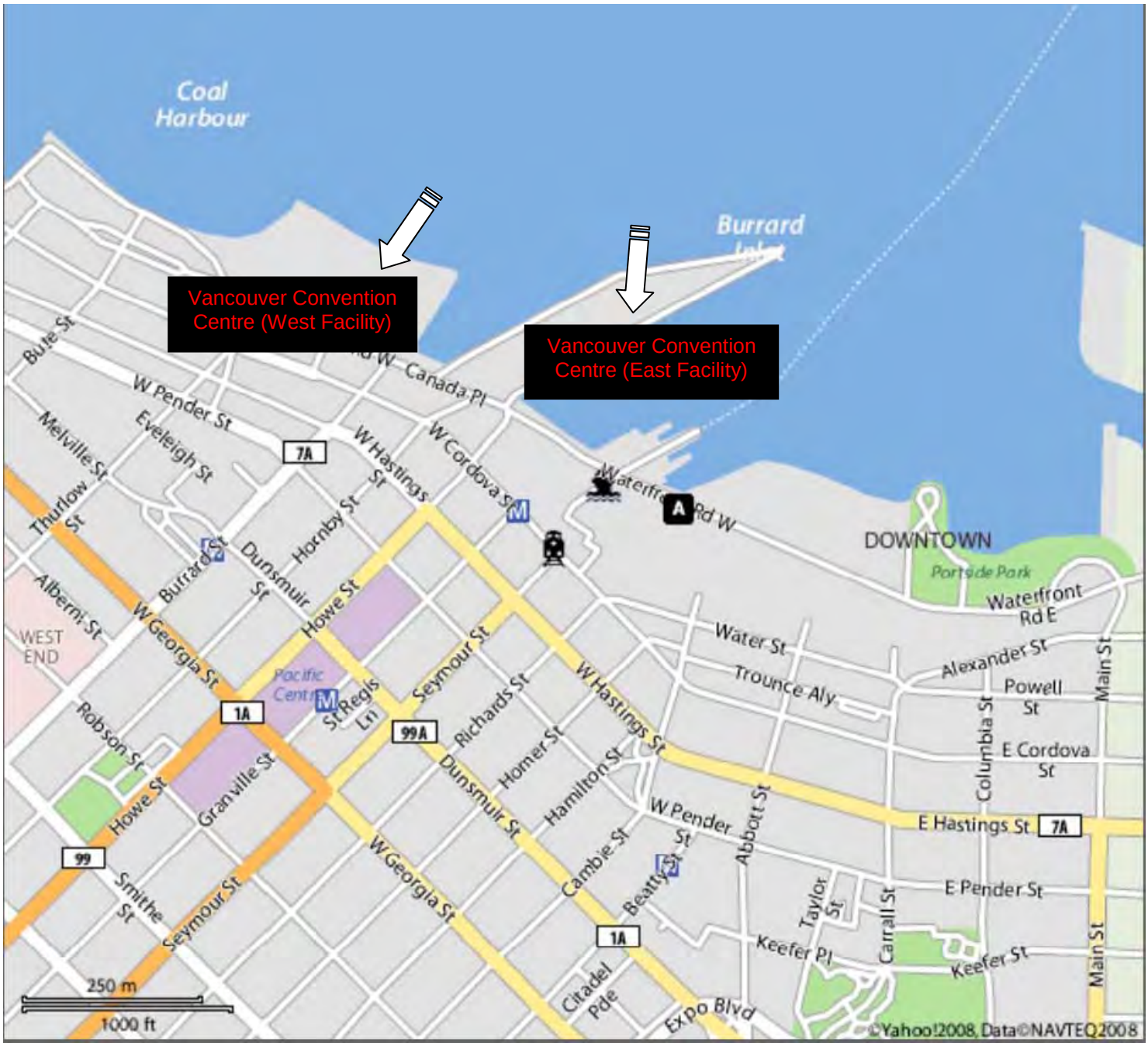
PARKING AT 999 CANADA PLACE – VINCI PARK (East Facility)
Phone: (604) 684-2251 for parking rates & advance parking arrangements or visit their website
http://www.vinciparkcanadaplace.ca/reserve-a-space.html

See page 2 for map directions
Enter at east side of building (foot of Howe Street) obtain ticket from dispenser & proceed to P1 or P2 for parking
Use Convention Centre/Hotel elevators (not World Trade Centre elevators)
For Convention Level: Press “G” for Registration, Ballrooms & Exhibits. For Meeting Rooms: Press “M”
If arriving from alternate parking locations, enter the Vancouver Convention Centre through the lobby doors located to the west of the hotel entrance. Ballrooms and Exhibition Halls are at lobby level. For Meeting Rooms, take escalator up one level

Canada Place Operations – 604-775-7063
Transit / Skytrain – (604) 953-3333
Seabus – (604) 986-1501

VANCOUVER CONVENTION CENTRE

PARKING DIRECTIONS



EXHIBITOR REFERENCE LIST 2015

Dear Exhibitor

This reference list of services and informational material is provided to assist you with your upcoming event. Please take a moment to familiarise yourself with this information.

- Alcohol consumption is prohibited during move-in and move-out of shows.

- All food and beverage is exclusively provided by the Vancouver Convention Centre. It is not permissible for food and beverage, alcoholic or otherwise, to be purchased or brought in from off-site and served in the facility.

- Food and beverage sampling is not permitted unless shown to be directly relevant to the nature of the event. All sampling requests must be approved in advance by the Vancouver Convention Centre, and meet the requirements of Vancouver Coastal Health and/or Liquor Control Licensing Board. For enquires please contact the Catering Department at (604) 647-7240.

- Animals or pets, with the exception of Service Animals are not permitted in the Vancouver Convention Centre. Exceptions are for approved exhibit, activity or performance requiring use of animals. Owners take full responsibility for their animals, which must be leashed or in an enclosed pen. To enquire about approvals, please contact your Show Manager who will forward your request.

- All helium-filled balloons or other inflatable's are permitted if approved by the facility. A deposit is required. All helium tanks are to be stored and secured in an upright position in accordance with the Hazardous Chemicals Act. Approvals and requests for on-site storage of tanks should be made to your Show Manager who will then contact the facility.

- Banners can be suspended in some locations inside event space, depending on the regulations of your event. Please fill out Sign/Banner form and submit 3 weeks prior to event to the Coordinator of Business & Exhibitor Services at the Vancouver Convention Centre. This and other exhibitor forms are available through your Show Manager. All decorative materials must be treated with flame proofing before installation.

- Vancouver Convention Centre cannot accept freight shipments on behalf of exhibitors before scheduled move-in times. Vancouver Convention Centre storage space is limited and any delivery arriving before scheduled move-in may be turned away and asked to return at the appropriate time.

- All exhibits are brought into the Vancouver Convention Centre via the Truck Route. Please do not deliver freight or unload at hotel entrances or elevators. Please bring your own tools, ladders, and dollies etc to build or transport your exhibit.

- All lost and found articles are catalogued and stored for 30 days at which time they are disposed of at the discretion of the facility. To enquire about lost and found items, please contact the facility at (604) 647-7299.

- While on-site at the Vancouver Convention Centre, the Guest Service Centre is available 24-hours to respond to your enquiries. Dial 7299 from any house phone for assistance.

- In accordance with City of Vancouver Smoking by-law all Vancouver Convention Centre property/facility is designated non- smoking.

- Please ensure you have completed the necessary forms or placed online orders for the services you require. Online ordering and Exhibitor forms are available on our website www.vancouverconventioncentre.com click on Exhibitors to get started.

The Vancouver Convention Centre is the exclusive supplier of Food & Beverage, Booth Vacuuming, Electrical, Telecommunications, Plumbing and Rigging. If you require further information please contact the Coordinator, Exhibitor & Business Services at (604) 647-7206 during business hours.

EXHIBITOR SAFETY & SECURITY 2015

To help ensure the safe enjoyment of the event for all participants, please review the following safety and security policies of the Vancouver Convention Centre.

- Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to WorkSafe BC regulations. Proper PPE (Personal Protective Equipment) is required during move-in/out phases at the Vancouver Convention Centre. This may include Hard Hats, Hi-Vis Vests, Safety Goggles and Steel Toed Boots depending upon the type of work engaged in. Please contact the event's On-Site Safety Representative through your Show Manager for further information.
- In order to regulate and verify deliveries arriving to the facility;
  - Any deliveries to the Vancouver Convention Centre must contain the following shipping information:
    - Name and address of receiver
    - Name and address of sender
    - Event name and booth number
    - Deliveries with incomplete information will not be accepted.
  - Deliveries will not be accepted prior to the first move-in date of the event unless specifically arranged through your Show Manager with the exception of banners.
  - Please ensure all your customs documentation is completed prior to shipping your freight, if coming from outside Canada. We strongly recommend the use of an international freight forwarder and customs broker.
  - Any freight left at the end of a move-out will be forced off-site.
- In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit and the facilities muster station across the street from the Vancouver Convention Centre.
- Proper ID is mandatory on-site during all move-in, event and move-out days.
- Vancouver Convention Centre has 24 hour first aid on-site who are the first responders to on-site medical emergencies. If you require medical assistance, dial 7500 from any house phone, or (604) 647-7299 from an outside line.
  - Give as much information as possible including your location, age of person requiring assistance, and ***Do Not Panic***
  - The nearest hospital is only minutes away and Vancouver Convention Centre will call for EHS immediately once it is required
  - If you have a medical condition that EHS should be made aware of, please wear your medical ID bracelet
- No pedestrian traffic is allowed on the truck route. No off-loading of your vehicle is permitted on the truck route.
- Children under the age of 16 are prohibited from being in the event space during move-in or move-out
- Obey the Truck Route speed limit.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

FUTURE AAPOS DATES & LOCATIONS

2016: An Intercontinental Perspective of Pediatric Ophthalmology & Strabismus: Joint Conference
AAPOS/SPOSI
Jaipur, India
December 2-4

2017: AAPOS 43rd Annual Meeting
Nashville, TN
April 2-6
Omni Nashville Hotel

2018: AAPOS and ISA Joint Meeting
Washington DC
March 18-22
Washington Hilton

CONTACT AAPOS

American Association for Pediatric Ophthalmology and Strabismus
655 Beach Street
San Francisco, CA 94109
Direct: (415) 447-8505
www.aapos.org

Exhibits, Educational Corporate Support and Marketing Opportunities:
Jennifer Hull, AAPOS Client Services Manager
jhull@aao.org

Meeting Logistics & Ancillary Events:
Michael Paulos, Meetings Manager
mpaulos@aao.org

Ad Submissions:
Gina Minato, Production Project Manager
gminato@aao.org